DOCUMENT RESUME

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ABSTRACT

The National Task Force Interim Statement of 1970, regarding the utilization of the Continuing Education Unit (CEU), provides the basic framework of these five documents. All agree in their definition of the CEU as 10 contact hours of participation in an organized continuing education experience and set forth criteria for applying the CEU to their respective institutions. The Purdue University Continuing Education Unit describes activities to be included in CEU programs and offers policy guidelines, administrative procedures, sample program application, participant information, and individual record forms with detailed instruction for their use. Indiana's Proposal for the Adoption of the Continuing Education Unit includes assignment application and program completion forms. A Guideline for Uniform Measurement of Non-Credit Continuing Education Programs in Delaware includes administrative requirements and suggested applications of the CEU. New Hampshire's Continuing Education Units: Policy Guidelines for Awarding and Recording of CEU's offers a sample transcript form. North Dakota's Guidelines for the Continuing Education Unit briefly describes operational and administrative requirements. (MW)

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ED 090424

THE CONTINUING EDUCATION UNIT

Five Guideline Statements:

Purdue University
Indiana University
University of Delaware
University of New Hampshire
University of North Dakota

CE 001 579

CE 001 579 part a

THE PURDUE UNIVERSITY CONTINUING EDUCATION UNIT

A Uniform Unit of Measurement for
Selected Non-Credit
Continuing Education Programs

DEVELOPMENT
OBJECTIVES
DEFINITION
AWARDING UNITS
ADMINISTRATIVE PROCEDURES

THE NATIONAL MOVEMENT TOWARD A UNIFORM UNIT

A National Planning Conference was convened in Washington, D.C., in 1968 to determine interest among a number of associations in the possibilities of a uniform unit to measure non-credit continuing education activities. These organizations were known previously to have expressed an interest in one aspect or another of identifying, measuring, and recognizing persistent effort in continuing education. The interest and sense of urgency for a concerted national movement in these matters as expressed at the planning conference resulted in the creation of a National Task Force to determine the feasibility of a uniform unit of measurement, to develop proposed criteria, standards and operational procedures, and to field test the application of the continuing education unit. The Task Force recommendations, released in 1970, have resulted in many organizations cooperating in the use of the continuing education unit system.

The Continuing Education Council, Purdue University, at its meeting on 22 February 1973, endorsed the concept of the Continuing Education Unit (CEU) as defined by the National Task Force and approved its use with selected continuing education offerings at Purdue University.

Use of the CEU is designed to give recognition on a national basis to persons continuing their education and keeping up-to-date in their chosen field by participating in Purdue sponsored non-credit programs.

OBJECTIVES

1. To systematize the recording and reporting system for participation in non-credit continuing education programs.
2. To provide a uniform system for accumulating quantitative data on participation in continuing education activities.
3. To permit the accumulation, updating, and transfer of the continuing education record of an individual participant.
4. To encourage long-range educational goals and lifelong learning as a process of continuing education while maintaining a professional career in a chosen field.
5. To make the pursuit of knowledge more attractive as a way of personal and professional development.
6. To permit and encourage the typical adult student to marshal and utilize a host of continuing education resources to serve his particular needs.

The Continuing Education Unit is intended to serve all interests in continuing education, whether public or private, and whether individual, instructional, institutional, organizational, governmental or societal.

THE CONTINUING EDUCATION UNIT

The Continuing Education Unit (CEU) will be used for the measurement, recording, reporting, accumulation, transfer, and recognition of participation by adults in programs which seldom in the past have been recorded in a systematic way or with any sense of permanence, significance or transferability. The unit will be applied with equal facility to professional continuing education, vocational retraining, and adult liberal education as well as other programs in adult and continuing education.

ONE CONTINUING EDUCATION UNIT IS DEFINED AS TEN CONTACT HOURS OF PARTICIPATION IN AN ORGANIZED CONTINUING EDUCATION EXPERIENCE UNDER RESPONSIBLE SPONSORSHIP, CAPABLE DIRECTION, AND QUALIFIED INSTRUCTION.

This unit represents a sufficiently small amount of participation in continuing education so that it will be possible for an individual to accumulate a substantial number of such units over limited periods of time. The CEU has the further advantage of being computed simply for all formats and durations of continuing education programming wherever contact hours or their equivalent can be determined. Partial units may be recorded as called for by taking advantage of the decimal nature of the system of measurement. Example: a 35 hour activity would provide 3.5 CEU's.

The CEU is applicable to the appropriate learning experiences of adults at all levels from post secondary to post doctoral; for all classes of adult

learners, whether vocational, technical, professional, managerial, or adults bent on personal improvement; and in all formats of teaching and learning known to the field of education.

AWARDING AND GRANTING OF UNITS

The determination of the number of continuing education units to be granted and awarded for a particular educational experience is the responsibility of the Dean of Continuing Education, or his designee, based upon the recommendations of the Program Director and or Instructor responsible for the format and content of the learning activity; the academic department head; and the academic dean.

The number of units will be determined by considering the number of contact hours in a formal learning situation and evaluating any other experiences connected with the program. Reasonable allowances may be made for activities such as required reports, laboratory assignments, field trips, and supervised study.

The following suggestions for the possible application of the CEU for Purdue University sponsored programs, are offered as illustrations, but should not be considered as limitations in the use of the unit.

1. Non-credit intensive courses, seminars or workshops in technical and professional areas (i.e., for engineers, lawyers, doctors, teachers, etc.).
2. In-service training programs on new techniques or in technical areas.
3. Programs to be used in partial fulfillment of certificate or licensing requirements.
4. Programs, offered in cooperation with technical or industrial societies through the University, designed to upgrade members in occupation or technical areas.
5. Liberal education courses or workshops for the general public.
6. Paraprofessional or subprofessional training programs.
7. Vocational training programs.

The following types of programs will not be awarded Continuing Education units.

1. Any program carrying academic credit.
2. Programs leading to high school equivalency certificates or diplomas.
3. Orientation programs.
4. Short duration programs only casually related to any specific upgrading purpose or goal.

The following questions must be answered in the affirmative before consideration can be given to awarding units.

1. Does the program meet the requirements of being an "organized continuing education experience?"
2. Does the program have qualified instruction and direction to assure that the educational objectives will be fulfilled?
3. Will a record of the units awarded be of value to the participants?

ADMINISTRATION AND RECORD-KEEPING

The administration of this program will be done by the Division of Conferences and Continuation Services, Continuing Education Administration, and the records will be kept in the Calendar Office.

The forms to be used in the administration of this program are as follows:

CEA Form 200 — "Application for Assignment of Continuing Education Units for Non-Credit Activity"

CEA Form 201 — "Participant Information Form for Granting Continuing Education Units"

CEA Form 202 — "Continuing Education Unit Individual Record for Non-Credit Activity"

Sample copies of these forms may be obtained in the Calendar Office, Room 112, Stewart Center.

For additional information, contact:

Dr. Frank K. Burrin
Associate Dean for Continuing Education
116 Stewart Center
Purdue University
West Lafayette, Indiana 47907

Telephone: 317 749-2292

PARTICIPATING ORGANIZATIONS COOPERATING IN THE CONTINUING EDUCATION UNIT SYSTEM

Adult Education Association of the U.S.A.
American Association of Collegiate Registrars and Admissions Officers
American Association of Junior Colleges
American Association of State Colleges and Universities
American Council on Education
American Society of Engineers
American Society of Personnel Administrators
AFL-CIO
American Hospital Association
American Medical Association
American Society for Engineering Education
American Society for Public Administration
Association of University Evening Colleges
Cambridge Institute for Management Education
Civil Service Commission
Commission on Engineering Education
Department of Commerce
Department of Defense
Department of Health, Education, and Welfare
Department of the Air Force
DuPont Company
Engineers Council for Professional Development
Engineers Joint Council
General Learning Corporation
McGraw Hill, Inc.
National Academy of Engineers
National Home Study Council
National Society of Professional Engineers
National University Extension Association
Office of Emergency Planning
Science Research Associates
United Auto Workers
United States Armed Forces Institute
U.S. Office of Education

THE PURDUE UNIVERSITY CONTINUING EDUCATION UNIT

A Uniform Unit of Measurement
for Selected Non-Credit
Continuing Education Programs

offered by

PURDUE UNIVERSITY
WEST LAFAYETTE, INDIANA

Purdue University awards Continuing Education Units (CEU's) to individuals who have successfully completed selected non-credit continuing education programs offered by the University.

Use of the CEU is designed to give recognition on a national basis to persons continuing their education and keeping up-to-date in their chosen field by participating in Purdue sponsored non-credit programs.

ONE CONTINUING EDUCATION UNIT IS DEFINED AS: TEN CONTACT HOURS OF PARTICIPATION IN AN ORGANIZED CONTINUING EDUCATION EXPERIENCE UNDER RESPONSIBLE SPONSORSHIP, CAPABLE DIRECTION, AND QUALIFIED INSTRUCTION.

Continuing Education Units will be awarded in whole units or fractions of a unit. Example: a 35 hour activity will provide 3.5 CEU's.

The Division of Conferences and Continuation Services, Continuing Education Administration, administers the program and maintains records of CEU's earned by individuals. Upon request the Division will furnish the participant, or his designee, a "Continuing Education Unit Individual Record for Non-Credit Activity." This is a listing of all units earned at Purdue University and is available for $1.00.

Activity directors and/or instructors of educational activities sponsored by Purdue University and approved for CEU's will ask participants to complete a "Participant Information Form for Granting Continuing Education Units" during the program.

The following types of activities are illustrative of the kinds of programs that may carry CEU's.

1. Non-credit intensive courses, seminars or workshops in technical and professional areas (i.e., for engineers, lawyers, doctors, teachers, etc.).
2. In-service training programs on new techniques or in technical areas.
3. Programs to be used in partial fulfillment of certificate or licensing requirements.
4. Programs, sponsored by technical or industrial societies through the University, designed to upgrade members in occupation or technical areas.
5. Liberal education courses or workshops for the general public.
6. Paraprofessional or subprofessional training programs.
7. Vocational training programs.

The following types of programs will not be awarded C.E. Units.

1. Any program carrying academic credit.
2. Programs leading to high school equivalency certificates or diplomas.
3. Orientation programs.
4. Short duration programs only casually related to any specific upgrading purpose or goal.

The following questions must be answered in the affirmative before consideration can be given to awarding units.

1. Does the program meet the requirements of being an "organized continuing education experience?"
2. Does the program have qualified instruction and direction to assure that the educational objectives will be fulfilled?
3. Will a record of the units awarded be of value to the participants?

For further information contact:

Associate Dean of Continuing Education
Continuing Education Administration
116 Stewart Center
Purdue University
West Lafayette, Indiana 47907

DIVISION OF CONFERENCES AND CONTINUATION SERVICES
CONTINUING EDUCATION ADMINISTRATION
PURDUE UNIVERSITY

EFFECTIVE DATE: 1 June 1973 POLICY/PROCEDURE NUMBER: G-4B

Policy/Procedure Title: CONTINUING EDUCATION UNITS, THE ADMINISTRATION, ASSIGNMENT, AND GRANTING OF

POLICY

The Continuing Education Council, Purdue University, at its meeting on 22 February 1973, endorsed the concept of the Continuing Education Unit (CEU) as defined by the National Task Force and approved its use with continuing education offerings at Purdue University.

Use of the CEU is designed to give recognition on a national basis to persons continuing their education and keepin up-to-date in their chosen field by participating in Purdue sponsored non-credit programs.

Objectives

Some specific objectives which the application of the continuing education unit will fulfill are:

1. To systematize the recording and reporting system for participation in noncredit continuing education programs.

2. To provide a uniform system for accumlating quantitative data on participation in continuing education activities.

3. To permit the accumulation, updating, and transfer of the continuing education record of an individual participant.

4. To encourage long-range educational goals and lifelong learning as a process of continuing education while maintaining a professional career in a chosen field.

5. To make the pursuit of knowledge more attractive as a way of personal and professional development.

6. To permit and encourage the typical adult student to marshall and utilize a host of continuing education resources to serve his particular needs.

The Continuing Education Unit is intended to serve all interests in continuing education, whether public or private, and whether individual, instructional, institutional, organizational, governmental or societal.

The Continuing Education Unit

The Continuing Education Unit (CEU) will be used for the measurement, recording, reporting, accumulation, transfer and recognition of participation by adults in programs which seldom in the past have been recorded in a systematic way or with any sense of permanence, significance or transferability. The unit will be applied with equal facility to professional continuing education, vocational retraining, and adult liberal education as well as all other programs in adult and continuing education.

ONE CONTINUING EDUCATION UNIT IS DEFINED AS TEN CONTACT HOURS OF PARTICIPATION IN AN ORGANIZED CONTINUING EDUCATION EXPERIENCE UNDER RESPONSIBLE SPONSORSHIP, CAPABLE DIRECTION AND QUALIFIED INSTRUCTION.

This unit represents a sufficiently small amount of participation in continuing education so that it will be possible for an individual to accumulate a substantial number of such units over limited periods of time. The CEU has the further advantage of being computed simply for all formats and durations of continuing education programming wherever contact hours or their equivalent can be determined. Partial units may be recorded as called for by taking advantage of the decimal nature of the system of measurement. Example: a 35 hour activity would provide 3.5 CEU's.

Awarding and Granting of Units

The determination of the number of continuing education units to be granted and awarded for a particular educational experience is the responsibility of the Dean of Continuing Education, or his designee, based upon the recommendation of the Program Director and/or Instructor responsible for the format and content of the learning activity.

The number of units will be determined by considering the number of contact hours in a formal learning situation and evaluating any other experiences connected with the program. Reasonable allowances may be made for activities such as required reports, laboratory assignments, field trips, and supervised study.

The following suggestions for the possible application of the CEU for Purdue University sponsored programs, are offered as illustrations, but should not be considered as limitations in the use of the unit.

1. Non-credit intensive courses, seminars or workshops in technical and professional areas (i.e., for engineers, lawyers, doctors, teachers, etc.).

2. In-service training programs on new techniques or in technical areas.

3. Programs to be used in partial fulfillment of certificate or licensing requirements.

4. Programs, offered in cooperation with technical or industrial societies through the University, designed to upgrade members in occupation or technical areas.

5. Liberal education courses or workshops for the general public.

6. Paraprofessional or subprofessional training programs.

7. Vocational training programs.

The following types of programs will not be awarded Continuing Education units.

1. Any program carrying academic credit.

2. Programs leading to high school equivalency certificates or diplomas.

3. Orientation programs.

4. Short duration programs only casually related to any specific upgrading purpose or goal.

The following questions must be answered in the affirmative before consideration can be given to awarding units.

1. Does the program meet the requirements of being an "organized continuing education experience?"

2. Does the program have qualified instruction and direction to assure that the educational objectives will be fulfilled?

3. Will a record of the units awarded be of value to the participants:

Administration and Record-Keeping

The administration of this program will be done by the Division of Conferences and Continuation Services, Continuing Education Administration, and the records will be kept in the Calendar Office.

PROCEDURES

The forms to be used in the administration of this program are as follows:

CEA Form 200 -- "Application for Assignment of Continuing Education Units for Non-Credit Activity"

CEA Form 201 -- "Participant Information Form for Granting Continuing Education Units"

CEA Form 202 -- "Continuing Education Unit Individual Record for Non-Credit Activity"

Sample copies of these forms are attached to this policy/procedure and will be kept with other forms in the files in Stewart Center 124.

Use of CEA Form 200

1. When the Conference or Special Classes Coordinator has his initial meeting with the activity director (conference chairman or instructor) regarding a non-credit continuing education program which may qualify for the assignment of CEUs, the coordinator will provide that person with informational materials about the Continuing Education Unit. If it appears that the program may qualify, the coordinator will also provide the activity director with copies of CEA Form 200 to be completed and returned as specified on the form.

2. When a copy is returned to the coordinator, he will type in the Project Number (from Form 36), retain a duplicate copy, and forward the original copy to the appropriate Associate Director.

3. The Associate Director will review the form and forward it to the Associate Dean for Continuing Education with his recommendations.

4. The Associate Dean for Continuing Education will then forward the form to the Dean of Continuing Education with his recommendation.

5. After the Dean of Continuing Education or his designee reviews the form he will either approve or disapprove the assignment of CEU's to the Activity.

A. If approved, he will enter the number of CEU's assigned, sign and return the form to the Coordinator via the Associate Dean. The Coordinator will file a Xerox copy of the form in the project folder and send the original to the Calendar Office Coordinator who will file it numerically by project number.

b. If disapproved, he will attach a brief memorandum explaining the reasons for his disapproval so this information may be transmitted via the Associate Dean and the Coordinator to the instructor who submitted the form. Disapproved applications will be filed by the Coordinator in the project folder.

Use of CEA Form 201

1. For approved programs, the Coordinator will complete Section II of CEA Form 201. Multiple copies of this completed form (one for each participant) will be given to the instructor at the beginning of the program for distribution to participants at his discretion.

2. The instructor will have each participant complete Section I and return the form to him. The instructor will retain all forms until such time as he is able to complete Section III pertaining to "Satisfactory Completion." At the close of the program he will sign and date each form and return them to the activity Coordinator.

3. The Coordinator will prepare two Xerox copies of each Form 201: one for each participant who has satisfactorily completed the activity to be distributed to each activity participant; and one for file in the project folder. He will then forward all of the original CEA Form 201's to the Calendar Office Coordinator for filing alphabetically according to last name.

Use of CEA Form 202

CEA Form 202 will be used for recording all CEU's accumulated by an individual who satisfactorily completed Purdue University continuing education programs for which CEU's were authorized. It is, in effect, a "transcript" of the individual's continuing education activities at Purdue University.

1. When the Calendar Office Coordinator receives the CEA Form 201's from the activity coordinator, these forms will be separated by those who satisfactorily completed the activity, and those who did not. For those who did complete the activity, the Calendar Office Coordinator will either prepare a CEA Form 202 for a first-time participant, or will merely list the latest activity on the existing CEA Form 202 for that individual. All of the information necessary to complete the CEA Form 202 will come from CEA Form 201 except for the "Brief Description," "format," and "level." This information will be taken from the CEA Form 200 which is already on file in the Calendar Office. The forms for those who did not satisfactorily complete the program will be filed according to last name.

2. After the CEA Form 202 is completed, it will be filed alphabetically by the participant's last name (Each individual's folder will contain both Forms 201 and 202).

3. Participants desiring a copy of CEA Form 202 for personal use may secure a Xerox copy by paying $1.00 to the CE Business Office. A copy of the request and the receipt will be forwarded to the Calendar Office to notify the Calendar Office Coordinator that copies should be mailed as indicated.

Miscellaneous

1. Promotional materials published in connection with programs which have been approved for the CEU should include a statement similar to the following:

> Purdue University awards Continuing Education Units (CEU's) to individuals who satisfactorily complete certain non-credit courses and programs. This activity, _____ _____, has been approved for _____ CEU's. Although grades are not issued for these activities, the University maintains cumulative records (by name and social security number) of CEU's awarded to individuals. A copy of these records is available upon individual request.

2. Any questions pertaining to the policy and procedures stated herein should be referred to the Associate Dean for Continuing Education.

APPROVED F. K. Burrin 5/24/73

Campus _____ Project No. _____

PURDUE UNIVERSITY
CONTINUING EDUCATION ADMINISTRATION

APPLICATION FOR ASSIGNMENT OF CONTINUING EDUCATION UNITS FOR NON-CREDIT ACTIVITY

1. Activity Title:

2. Format: ☐ Evening Class ☐ Extension Class ☐ Short Course ☐ Workshop
   ☐ Seminar ☐ Spec. Trng. Prgm. ☐ Other _____

3. Description:

4. Objectives:

5. Activity Level: ☐ Post Secondary ☐ Undergraduate ☐ Graduate

6. Dates: _____ Daily Hours _____

7. Anticipated No. of Participants: _____; Minimum _____; Maximum _____

8. Total Activity Contact Hours: _____ No. of C.E. Units Recommended: _____

   NOTE: **ONE** CONTINUING EDUCATION UNIT IS **TEN** CONTACT HOURS – ROUND OFF TO NEAREST TENTH.

9. Criteria for Determining Satisfactory Completion in Awarding of Continuing Education Units:

10. Names of Other Instructors, if any:

11. APPROVAL RECOMMENDED: _____
    (Activity Director or Instructor) (Date)

    _____
    (Academic Department Head (Date)

    _____
    (Academic Dean) (Date)

12. APPROVAL GRANTED FOR _____ C. E. Units: _____
    (Dean of Continuing Education or Regional Campus Dean) (Date)

NOTE: Activity Director – Please complete two copies of this form (items 1-10), secure signatures requested under item 11, and return both copies to the activity coordinator, Continuing Education Administration, for processing.

CEA Form 200
1 June 1973

Campus _____

PURDUE UNIVERSITY
CONTINUING EDUCATION ADMINISTRATION

PARTICIPANT INFORMATION FORM FOR GRANTING CONTINUING EDUCATION UNITS

Section I: (This Section to be completed by Participant)

1. Name _____
(Last) (First) (Middle Initial)

2. Home Address _____
(Street)

_____
(City) (State) (Zip)

3. Social Security No. _____ Sex: M ☐ F ☐

4. Age Group: Under 26 (___); 26-35 (___); 36-50 (___); 51-65 (___); over 65 (___)

5. Number of years of Formal Education Completed: _____

Section II: (This Section to be completed by Activity Coordinator)

Activity Title:

Activity Dates:

Project No.: _____ Approval Granted for _____ C. E. Units

Section III: (This Section to be completed by Activity Instructor)

Satisfactory Completion of Activity by above participant (circle): Yes No
If No, Why?

INSTRUCTOR'S SIGNATURE: _____ DATE_____

NOTE: Activity Director -- Please have each participant complete Section I of this form; at the conclusion of the activity, complete Section III, sign date, and return all forms to the activity coordinator, Continuing Education Administration, for processing.

CEA Form 201
1 June 1973

Campus _____

PURDUE UNIVERSITY
CONTINUING EDUCATION ADMINISTRATION

CONTINUING EDUCATION UNIT INDIVIDUAL RECORD FOR NON-CREDIT ACTIVITY

Last Name	First Name	Initial	Street Address	City	State	Zip

Soc. Sec. No.	Sex	Age Group: Under 26 ____; 26-35 ____; 36-50 ____; 51-65 ____; over 65 ____	Years of Formal Education Completed

Project No.	Activity Title	Brief Description	Format	Level	Dates	CE Units Granted

CEA FORM 202
1 June 1973

A Proposal for the Adoption of The Continuing Education Unit

The content of this proposal came from, in the main, THE NATIONAL TASK FORCE, TO STUDY THE FEASIBILITY AND IMPLEMENTATION OF A UNIFORM UNIT FOR THE MEASUREMENT OF NON-CREDIT CONTINUING EDUCATION PROGRAMS.

The Continuing Education Unit, as a uniform nationally accepted unit, holds promise of reducing the confusion and fragmentation in arriving at a suitable means of recognizing and rewarding individual effort in the pursuit of continuing education.

The proposal follows the guidelines of The National Task Force and is very similar to existing programs that have been implemented by other institutions.

CE 001 579 part b

Definition of
The Continuing Education Unit

The continuing education unit is defined as follows:

> TEN CONTACT HOURS OF PARTICIPATION IN AN ORGANIZED CONTINUING EDUCATION EXPERIENCE UNDER RESPONSIBLE SPONSORSHIP, CAPABLE DIRECTION, AND QUALIFIED INSTRUCTION.

Continuing education under this definition includes all institutional and organizational learning experiences in organized formats that impart noncredit education to post-secondary level learners. These properties of continuing education may be applied equally under the proposed system regardless of the teaching-learning format, program duration, source of sponsorship, subject matter, level, audience, or purpose.

Awarding and Granting of Units

The determination of the number of Continuing Education Units to be awarded for a particular continuing education experience is the responsibility of the Dean of Continuing Education, or his designee, and the Committee for Continuing Education Units, based on the recommendation of the program director immediately responsible for the learning activity.

The number of units will be determined by considering the number of contact hours in a formal learning situation and evaluating any other experiences connected with the program. Reasonable allowances may be made for activities such as required reports, laboratory assignments, field trips, and supervised study.

A normal one-week short course usually approximates 30 contact hours of participation and would normally be awarded 3.0 c.e. units. A two-day program seldom involves more than 10 to 12 contact hours and thus would be awarded no more than 1.0 to 1.2 c.e. units whenever the program warrants consideration for recording on the participant's permanent record. A ten-session evening class, meeting for two hours per session, would involve twenty hours of instruction and equate to 2.0 units.

The following questions must be answered in the affirmative before consideration can be given to awarding units:

1. Does the program meet the requirement of being an "organized continuing education experience"?

2. Does the program have qualified instruction and direction to assure that the educational objectives will be fulfilled?

3. Will a record of the units awarded be of value to the participants?

The following suggestions for the possible applications of the Continuing Education Unit are offered as guidance and to serve as illustrations:

1. Continuing education intensive courses in technical and professional areas (i.e., for engineers, lawyers, doctors, teachers, etc.).

2. In-service training programs to improve competence in new techniques or technical areas.

3. Courses or classes which may be used in partial fulfillment of certificate or licensing requirements.

4. Programs, sponsored by technical or industrial societies through universities which are designed to upgrade the performance of members in occupational or technical areas.

5. Liberal education programs for the general public.

6. Paraprofessional or subprofessional training programs.

7. Vocational training programs, either in-service or in preparation for job-entry positions.

The following examples suggest the types of programs which ordinarily would not be awarded Continuing Education Units:

1. Any program carrying academic credit, either secondary or collegiate.

2. Programs leading to high school equivalence certificate or diplomas.

3. Organizational orientation training programs.

4. Short duration programs only casually related to any specific upgrading purpose or goal.

Administration

The Director of Independent Study Division will serve as the administrative officer responsible for maintaining the necessary records associated with the recording of the Continuing Education Unit.

Procedures

1. The program director from the sponsoring department or division will request approval from the appropriate administrative officer to award a specified number of Continuing Education Units for a program prior to the time it is offered. Ordinarily this information will be included in the program announcement sent to potential participants. All requests for assignment of the Continuing Education Units for noncredit activity must be submitted on the appropriate form, Form CEU 1, in triplicate. (See Appendix).

2. After the application for awarding the CEU has been filed and reviewed in the Independent Study Division it will be forwarded to the appropriate academic department for approval.

3. With the recommendation from the appropriate academic department the form will be forwarded to the Dean of Continuing Education or his designee for appropriate review and approval or disapproval of the assignment of CEU's to the activity.

4. A copy of the approved application will be distributed as follows:

    1. Program Director
    2. Academic Department
    3. Records

Form CEU 2

This form will be employed as a source document to maintain a permanent record of all Continuing Education Units awarded and basic student data. The records will be available on a permanent basis for the purpose of being responsive to occasional requests from concerned parties or organizations seeking to establish the credence of CEU's claimed by individuals. (See Appendix).

1. Form CEU 2, in duplicate, will be distributed to participants at their initial meeting for completion of the appropriate sections and returned to the instructor.

2. At the conclusion of the activity the instructor will certify as to the successful completion of the activity and the recommendation to award CEU's. One copy of CEU 2 will be given to the student for his records and one copy will be forwarded to records for the student's permanent file.

3. Students desiring a copy of their permanent record of Continuing Education Units earned may request their records from the Independent Study Division. A fee of $1.00 will be assessed for each request.

INDIANA UNIVERSITY — CONTINUING EDUCATION — CEU ASSIGNMENT APPLICATION

1. PROGRAM TITLE _____

2. FORMAT: ☐ Evening Class ☐ Workshop ☐ Other _____
☐ Extension Class ☐ Seminar _____
☐ Short Course ☐ Special Training Program

3. PROGRAM DESCRIPTION: _____

4. PROGRAM OBJECTIVES: _____

5. PROGRAM LEVEL: ☐ Post Secondary ☐ Undergraduate ☐ Graduate

6. Dates _____ Daily Hours _____

7. Anticipated no. of Participants _____; Minimum _____ Maximum _____

*8. Total program contact hours _____ No. of C.E. Units recommended _____

*One Continuing Education Unit is ten contact hours. Round off to the nearest tenth.

9. Criteria for determining satisfactory completion in awarding of Continuing Education Units: _____

10. Name of other instructors, if any: _____

11. Approval recommended:

_____ _____
(Program Instructor) (date)

_____ _____
(Academic Department Head) (date)

_____ _____
(Academic Dean) (date)

12. Approval granted for _____ C.E. Units

_____ _____
(Dean of Continuing Education) (date)

Note: Program Instructor: Please complete two copies of this form (items 1-10), secure signatures requested under item 11, and return both copies to the Program Director, Continuing Education Administration, for processing.

CEU FORM 1
1 Aug. 1973

INDIANA UNIVERSITY — CONTINUING EDUCATION — PROGRAM COMPLETION FORM

SECTION I: (To Be Completed By Participant)

NAME _____ SOC. SEC # ___ ___ ___
(last) (first) (middle)

HOME ADDRESS _____
(street) (city) (state) (zip)

AGE GROUP Under 26☐ 26-35☐ 36-50☐ 51-65☐ Over 65☐ SEX M☐ F☐

HIGHEST GRADE COMPLETED (circle) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 Over 20

SECTION II: (To Be Completed By Program Director)

PROGRAM TITLE _____

PROGRAM DATES _____

PROJECT NO: _____ APPROVAL GRANTED FOR ___ C.E. UNITS

SECTION III: (To Be Completed By Program Instructor)

EVALUATION OF PARTICIPANT PROGRAM COMPLETION: ☐ SATISFACTORY ☐ UNSATISFACTORY

If Unsatisfactory, Why? _____

_____

_____

Additional Comments _____

_____

_____

INSTRUCTOR'S SIGNATURE _____ DATE _____

Note: The Program Instructor should have each participant complete Section I of this form. At the conclusion of the program activity, the Instructor should complete Section III, sign, date, and return all forms to the Program Director, Continuing Education Division, for processing.

CEU FORM 2

1 Aug. 1973

file
CEU

THE CONTINUING EDUCATION UNIT

A Guideline for Uniform Measurement of Non-Credit Continuing Education Programs in Delaware

This report has been compiled by the AD HOC Committee for the CEU. Additional copies are available from the Division of Continuing Education, University of Delaware.

CE 001 579 part c

INTRODUCTION

THE CONTINUING EDUCATION UNIT IN DELAWARE

An AD HOC Committee was convened in Spring 1972 to determine interest among Education Institutions in Delaware in the possibilities of a uniform unit to measure noncredit continuing education activities. These organizations were brought together to determine their interest in one aspect or another of identifying, measuring and recognizing persistent effort in continuing education. Interest for a concerted movement in the State of Delaware, as expressed by the committee, resulted in the recommendation that the continuing education unit (CEU) be adopted and implemented to serve all interests in Continuing Education.

OBJECTIVES

Some specific objectives which the application of the continuing education unit will fulfill are:

1. To systematize the recording and reporting system for participation in noncredit continuing education.
2. To provide a uniform system for accumulating quantitative data on participation in continuing education activities.
3. To permit the accumulation, updating, and transfer of the continuing education record of an individual participant.
4. To encourage long-range educational goals and life-long learning as a process of continuing education.
5. To make the pursuit of knowledge more attractive as a way of personal and professional development.
6. To permit and encourage the typical adult student to marshall and utilize a host of continuing education resources to serve his particular needs.

The continuing education unit is intended to serve all interests in continuing education, whether public or private, and whether individual, instructional, institutional, organizational,governmental or societal.

DEFINITION OF THE UNIT

The continuing education unit, or CEU may be used for the measurement, recording, reporting, accumulation, and recognition of participation by adults in programs which seldom in the past have been recorded in a systematic way or with any sense of permanence, significance or transferability. The unit can be applied with equal facility to professional continuing education, vocational retraining, and adult liberal education as well as all other programs in adult and continuing education.

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One continuing education unit is
TEN CONTACT HOURS OF PARTICIPATION
in an organized continuing education experience
under responsible sponsorship, capable direction
and qualified instruction.

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This unit represents a sufficiently small amount of participation in continuing education so that it will be possible for an individual to accumulate a substantial number of such units over limited periods of time. The CEU has the further advantage of being computed simply for all formats and durations of continuing education programming wherever contact hours or their equivalent can be determined. Partial units may be recorded as called for by taking advantage of the decimal nature of the system of measurement.

The CEU is applicable to the appropriate learning experiences of adults at all levels from post secondary to post doctoral; for all classes of adult learners, whether vocational, technical, professional, managerial, or adults bent on personal improvement; and in all formats of teaching and learning known to the field of education.

AWARDING UNITS

The determination of the number of continuing education units to be awarded for a particular continuing education experience is the responsibility of the director of extension or continuing education or the director of training, based on the recommendation of the program director immediately responsible for the learning activity.

The number of units will be determined by considering the number of contact hours in a formal learning situation and evaluating any other experiences connected with the program. Reasonable allowances may be made for activities such as required reports, laboratory assignments, field trips, and supervised study.

The following questions must be answered in the affirmative before consideration can be given to awarding units.

1. Does the program meet the requirements of being an "organized continuing education experience"?
2. Does the program have qualified instruction and direction to assure that the educational objectives will be fulfilled?
3. Will a record of the units awarded be of value to the participants?

ADMINISTRATIVE REQUIREMENTS

The following criteria and standards should be met in offering continuing education units to individual participants in continuing education activities:

1. The program director should request and receive the approval of the appropriate administrative officer in his institution to award a specified number of continuing education units for a program prior to the time it is offered.
2. Upon completion of the learning experience, the program director should certify that the program has been completed in a satisfactory manner by each individual for whom units are approved, and report the appropriate information for each participant earning the same to be placed on record with the sponsoring institution or organization.
3. By virtue of awarding continuing education units, the sponsoring institution or organization also accepts responsibility for establishing and maintaining a permanent record of all such units awarded. Records are to be available on a permanent basis, whether by individual or by continuing education activity, and such records may be expected to be queried from time to time by the so-called "user sector" of continuing education. The information to be recorded includes:

    a. Name of individual student
    b. Social security number of individual student
    c. Title of course or program
    d. Course description and comparative level at which offered, if not inherrently clear from title
    e. Starting and ending dates of activity
    f. Location of program
    g. Format of program
    h. Number of continuing education units awarded

    Additional optional information which may be recorded includes:

    i. Evaluation of individual performance if available
    j. Name of instructor or course director
    k. Personal information about the student (address, date of birth, educational background, employment, etc.)
    l. Cooperating sponsor (company, association, agency or institution)
    m. Courses may be classified as to type, i.e., professional, liberal education, vocational-technical, job entry, in-service, etc. Indication of level with respect to the general content, such as introductory, intermediate, or advanced, might also be useful.

SUGGESTED APPLICATIONS

The following suggestions for the possible applications of the continuing education unit are offered as illustrations, but should not be considered as limitations in the use of the unit.

1. Noncredit intensive courses or programs in technical and professional areas (i.e., for engineers, lawyers, doctors, teachers, etc.).
2. In-service training programs on new techniques or in technical areas.
3. Programs to be used in partial fulfillment of certificate or licensing requirements.
4. Programs, sponsored by technical or industrial societies through colleges or universities, designed to upgrade members in occupation or technical areas.
5. Liberal education courses or workshops for the general public.
6. Paraprofessional or subprofessional training programs.
7. Vocational training program.

The following types of programs ordinarily will not be awarded continuing education units.

1. Any program carrying academic credit, either secondary or collegiate.
2. Programs leading to high school equivalency certificates or diplomas.
3. Orientation programs concerning in-plant or work routines.
4. Short duration programs only casually related to any specific upgrading purpose or goal.

RATIONALE FOR THE UNIT

Several possible variations of the CEU were considered before recommending the concept of this unit of measurement. The ten-hour unit relates reasonably well to several formats and durations of continuing education presently in common usage. All others can be translated into such units with a minimum of confusion. The ten-hour unit also permits the use of the decimal system for partial units if needed.

In suggesting the use of the CEU, there is no attempt being made to change or standardize the methods of format of continuing education activities. Variety is one of its major strengths.

This unit represents a sufficiently small amount of participation in continuing education so that it will be possible for an individual to accumulate a substantial number over limited periods of time. The comparatively rapid pace of accumulation of units should provide essential individual incentives and motivation for purposes of fulfilling one's continuing education obligation throughout a career that spans several decades.

ACKNOWLEDGEMENT

The source for information provided in this brochure is an interim statement on the Continuing Education Unit by the National Task Force on the Continuing Education Unit, Washington, D.C.

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AD HOC COMMITTEE

On the Continuing Education Unit -
A Uniform Unit of Measurement for
Noncredit Continuing Education
Programs in Delaware

MEMBERS

Edward H. Cox
Consultant
Personnel Development Division
E. I. du Pont de Nemours & Co.

Dr. Arnold Fletcher
Dean of Faculty and Academic Affairs
Wilmington College

C. Richard George
Director, Adult Education
New Castle County Vocational
Technical School District

Dr. Donald Horowitz
Chairman
Milford Adult Education Association

Andrew S. Johnson
Assistant Academic Dean
Delaware State College

Charles A. Johnson
Associate Academic Dean-Registrar
Wesley College

Leonard Kittner
Assistant Dean
Brandywine College

Dr. Ruth M. Laws
Assistant to the President
Delaware Technical and
Community College

Arthur W. McDaniel
Assistant Director for
Professional and Nondegree
Programs
Division of Continuing Education
University of Delaware

Alfred A. Nerz
Program Specialist
Division of Continuing Education
University of Delaware

George E. Schultz
Evening Director
Delaware Technical and
Community College

Conrad C. Shuman
State Director of
Vocational Education
Department of Public Instruction

DIVISION OF CONTINUING EDUCATION

UNIVERSITY OF NEW HAMPSHIRE

Durham, N. H.

CONTINUING EDUCATION UNITS:

Policy Guidelines for Awarding and Recording of CEU's.

DEFINITION OF THE CONTINUING EDUCATION UNIT (CEU)

One CEU equals ten class contact hours in an organized continuing education experience under responsible sponsorship and capable direction. Units will be awarded in whole units or fractions of a unit; 25 class contact hours would provide 2.5 CEU's.

AWARDING CEU's

The Division of Continuing Education, University of New Hampshire, will award the continuing education unit to participants in a non-credit program of ten or more class contact hours, offered through, or in cooperation with, the Division of Continuing Education.

Non-credit activities for which CEU's will be awarded include all courses and/or conferences, workshops, seminars, and institutes which focus on a single body of knowledge from either an academic discipline or vocational/professional area of study. CEU's will ordinarily not be awarded for a series of lectures or topics which are not drawn from a single field of knowledge.

Each existing or newly added short course and/or conference, workshop, seminar, intitute will be evaluated to determine if the program meets the above requirements. The final decision for awarding of CEU's will be made by the Director or the Associate Director upon recommendation from the Program or Conference Director or Coordinator.

The number of CEU's to be awarded for each course or conference, workshop, seminar, institute will be published in advance in the Division's catalogs and brochures.

RECORDING CEU's

The number of CEU's awarded to an individual satisfactorily completing a non-credit activity will be recorded by the Division's records department on the student's official transcript (see attachment) and will be filed in the student's personal record file. Student record files are filed alphabetically and are permanently stored with the Division.

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TRANSCRIPTS OF CEU's

Since the Division of Continuing Education, UNH, performs registrar functions for all non-credit activities; a transcript for continuing education units will be furnished by the Director of the Division upon written or oral requests from any non-credit participant who has earned CEU's through the Division.

NATIONAL DATA BANK

At such time that a national data bank for CEU's is available, the Division will amend the above policies and procedures to provide for depositing CEU data into a national system.

EFFECTIVE DATE

The awarding of CEU's became effective in October, 1970. Enrollment in any approved continuing education activity taken after the above date will yield CEU's.

4/13/72

UNIVERSITY OF NEW HAMPSHIRE

DIVISION OF CONTINUING EDUCATION

Durham, N. H. 03824

Student Name
Home Address

Social Security Number

Birth Date

Sex

CONTINUING EDUCATION UNITS TRANSCRIPT: Short Courses are represented by 3 numerals beginning with 0; Conferences, Workshops, Seminars, and Institutes are represented by the letter X and 3 numerals.

Sem. Year

Dept.	Activity #	C. E. Activity	Contact Hours	CEU's	Grade

Dept.	Activity #	C. E. Activity	Contact Hours	CEU's	Grad

UNIVERSITY OF NORTH DAKOTA

GUIDELINES FOR THE CONTINUING EDUCATION UNIT

MARCH 1972

The University of North Dakota, through the Division of Continuing Education, adopts the recommendations of the National Task Force on a Uniform Unit of Measurement for Noncredit Continuing Education Programs, and will apply *Continuing Education Units* to educational programs approved for such recognition under the contained guidelines and administrative requirements.

DEFINITION:

The *Continuing Education Unit* will be awarded on the basis of ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

OPERATIONAL GUIDELINES :

The *Continuing Education Unit* is a noncredit mechanism that will provide for the measurement, recording, transfer and recognition of educational participation by adults. The *Continuing Education Unit* will not be transferable or translatable to academic credit (undergraduate or graduate).

To be eligible for application of the *Continuing Education Unit* programming may involve professional or career development, occupational or technical improvement or upgrading, or general liberal education for adults. It is perceived that the *Continuing Education Unit* will be most meaningful for the emerging professional, career, or occupational classifications that now require or will require licensing, certification, or credentialing. The *Continuing Education Unit* is not appropriate for typical conferences, conventions, meetings, and single-session types of institutes. Consideration of the unit should be based upon the following:

1. Programs that represent long-range educational goals of agencies and institutions.
2. Programs that promote a concept of lifelong learning for career or personal growth and each individual's development at a rate consistent with his interests and responsibilities.
3. Programs that may be developed upon previous or subsequent educational experiences provided by a variety of resources.

ADMINISTRATIVE REQUIREMENTS:

1. Programs will be considered for *Continuing Education Unit* identity by the Division of Continuing Education upon request. Requests for consideration must be during the program planning and will not be eligible post-session.
2. A review team of four people composed of the Dean, Associate Dean, Administrative Assistant of the Division of Continuing Education, and one person representing the professional college, discipline, agency, or institution involved will review requests and establish the number of appropriate units applicable.
3. The Division of Continuing Education will establish and maintain files and records on all programs approved for *Continuing Education Units*. The Division of Continuing Education will work toward the development of a central data bank for accumulation of approved units.
4. The Division of Continuing Education will assume responsibility for refinement and development of the use of the *Continuing Education Unit* in North Dakota with professional associations throughout the nation.

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SUMMARY:

The Division of Continuing Education of the University of North Dakota has the opportunity, through the application of the *Continuing Education Unit*, to establish a meaningful record of educational programming for adults that heretofore has not had the benefit of standardization. It is not possible to clearly identify the types of programming that will be eligible for *Continuing Education Unit* application except in terms of broad guidelines. It should be noted, however, that *Continuing Education Unit* designation through the Division of Continuing Education of the University of North Dakota will have to establish its own record of purpose and quality over a period of use, as have other measuring units of educational attainment.